

## Chapter 24

### Connect to the TOS

#### 24-1. General.

a. The TOS is another management tool provided to assist you with:

- (1) Managing your assigned ZIP Codes and schools.
- (2) Reviewing your RS mission, either annually, quarterly, or monthly and by category.
- (3) Requesting and printing established reports.
- (4) Reassigning records when emergencies occur.
- (5) Updating your RS information.

b. There are chapters covering each of these functions, but first you need to get to the TOS. I am not going to bore you with the logon process. This is one of the first chapters and if you need help review chapter 3. It will show you how to get connected to your ISP and establish a secure tunnel with PERMIT/Client.

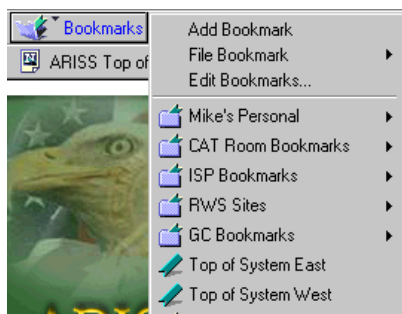
#### 24-2. Connect to the TOS.

a. Once you have established a secure connection with your ISP, then click the **Netscape Communicator** icon.




b. A **Netscape Communicator** splash screen appears as a connection is established. After the splash screen you should default to the recruiter.goarmy homepage.

✓ If another homepage appears contact your Rctg Bn IMS to reset the location.



c. Click on your **Bookmarks** button and this will display your TOS link. Select the appropriate **Top of System East** or **Top of System West**.

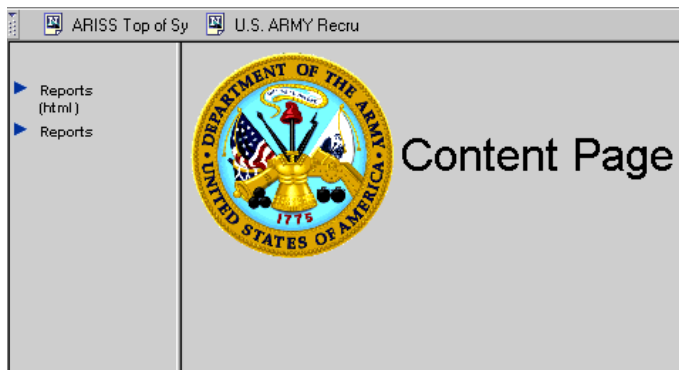
d. If you are not sure which link to go to, right mouse click on your **VPN PERMIT/Client** icon  and see which Tier II site you are connected to. Since the **PERMIT/Client** has a check by **Tier II Eisp**, you would select **Top of System East**.





e. You will be prompted to login. Use your NT **Username** and **Password** and then click the **Logon** button to continue.

f. You will see a menu list appear on the left of the **Content Page**. You are now connected to the **TOS**. From here you can do several different functions that will be covered in following chapters. This is the SC's Content Page.



g. Compared to the Recruiter's Content Page, the SC and CLT have many more options that they are responsible for reviewing.

✓ The TOS was developed for you to review reports and conduct other important functions that have a direct impact on the ARISS-RWS Leads-Reports application and allows you and your chain of command to monitor production without interfering with the RS mission.